

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0728

FLSA: Exempt

CLASSIFICATION TITLE: STORMWATER MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform managerial work functions associated with directing the city's stormwater management program and flood/drainage control programs in compliance with all federal, state, and local requirements governing water quality.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Directs the city's stormwater management program and flood/drainage control programs; defines and sets program parameters; develops and/or updates program manuals, ordinances, criteria, and forms.

Supervises the operations and activities of section functions.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures, including the National Pollutant Discharge Elimination Program (NPDES); ensures departmental adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

Consults with director, mayor's office, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Communicates with other department personnel, engineers, surveyors, contractors, outside agencies, the public, and other individuals as needed to coordinate work

activities, review status of work, exchange information, resolve problems, give/receive advice/direction, or provide technical expertise.

Coordinates department work activities with those of other departments, contractors, engineers, outside agencies, or others as needed.

Develops training programs for contractors, engineers, and designers; supervises the training of city-owned NPDES permit operators; trains inhouse design staff; conducts or assists with training activities.

Organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Supervises and assists with design of stormwater engineering projects; evaluates various engineering design solutions; reviews and/or recommends changes of designs; negotiates solutions in designs, flows, or changes.

Supervises the review of all public/private designs; acts as a member of review staff for city designs.

Develops and schedules flood control construction jobs.

Plans and/or schedules priority water quality monitoring.

Prepares/distributes violation notices; reports violations to appropriate agencies; assesses civil penalties for illegal activities; applies to environmental court for judgments; seeks execution of court judgments.

Performs and reviews computer-aided design and computer modeling of plans; develops computer models for ordinance compliance.

Supervises development and use of the geographical information system program.

Directs fee assessments and modifications.

Supervises chemical spill response and cleanup activities.

Develops water quality regression equations.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Develops and implements departmental operating and capital budgets; monitors expenditures.

Develops and implements long and short term goals for the department.

Submits annual program progress reports to state agencies.

Prepares or completes various forms, reports, correspondence, permits, permit applications, final inspections, project schedules, contract documents, specifications, design drawings, computer models, legal descriptions, performance appraisals, spreadsheets, or other documents.

Receives various forms, reports, correspondence, hydrology reports, drainage calculations, permit applications, drawings, blueprints, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, desktop publishing, spreadsheet, database, computer-aided design, or other software programs.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Provides education and information to community groups, government officials, and other individuals; participates in conferences and educational programs; gives speeches and presentations; prepares/distributes educational materials.

Serves as expert witness in court in matters pertaining to stormwater or related issues.

Attends meetings; serves on committees as needed; makes speeches or presentations.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Researches engineering records and courthouse records as needed.

Develops legal descriptions.

Compiles and publishes contract documents and specifications for bid.

Copies and distributes blueprints, forms, reports, correspondence, and other related materials.

Maintains file system of department records.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering; supplemented by six (6) to nine (9) years previous experience and/or training that includes civil engineering, design/drafting, program management, and progressive supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Professional Engineering License. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of

objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, traffic hazards, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.